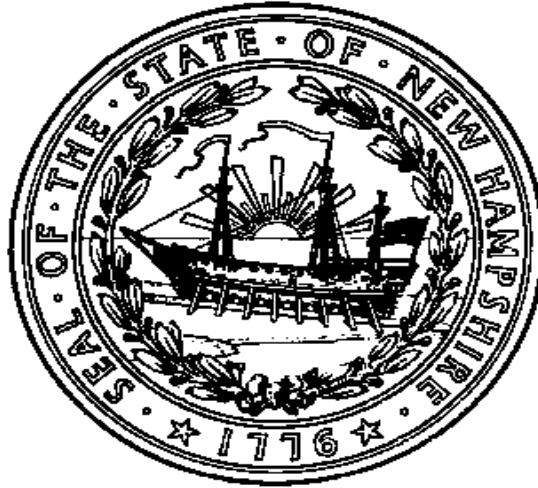


STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

**KELLY A. AYOTTE
ATTORNEY GENERAL**

AMERICAN RECOVERY AND REINVESTMENT ACT STOP VIOLENCE AGAINST WOMEN GRANT PROGRAM



RECOVERY SUBGRANT APPLICATION KIT

**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE
GRANTS MANAGEMENT UNIT**

MISSION STATEMENT

The Grants Management Unit of the Department of Justice exists to make a difference in the lives of the citizens of New Hampshire by ensuring the proper use of federal funds for criminal justice purposes. The Grants Management Unit does this through:

- * the professional administration of grant resources;
- * the adherence to all underlying federal and state requirements;
- * the coordination of federal criminal justice resources available to the state; and
- * efficient service and assistance.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009
STOP VIOLENCE AGAINST WOMEN GRANT PROGRAM
APPLICATION KIT

TABLE OF CONTENTS

This application package contains all the necessary instructions and forms for completing a subgrant application for funding under the 2009 Recovery Act Violence Against Women Grant Program as administered by the N.H. Department of Justice. This grant is made available through the Office on Violence Against Women, Office of Justice Programs, and U.S. Department of Justice.

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INTRODUCTION

The NH Department of Justice is pleased to announce that we are seeking applications under the 2009 Recovery Act STOP Violence Against Women Grant Program.

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the “Recovery Act”). The emphasis of the 2009 Recovery Act Program is centered upon the creation of jobs, preservation of jobs and the promotion of economic stimulus. As one of its many elements, the Recovery Act provides states with grant funding to assist in combating violence against women. This funding is intended to improve the functioning of the criminal justice system, and to provide increased availability of services to women who have been victims of violent crimes. Applicants should seek to forge lasting partnerships between the criminal justice system and the victim services community and together provide a vigorously response to crimes against women such as domestic violence, sexual assault, dating violence and stalking crimes.

The federal government and the NH Department of Justice are committed to investing Recovery Act dollars with an unprecedented level of transparency and accountability so Americans know where their tax dollars are going and how those dollars are being spent. Awards made with Recovery Act funds are subject to an increased level of financial and programmatic over-site at both the federal and state level of government.

Allocation of these funds will be implemented in the following percentages. Victim Services programs shall receive at least 30% of the total funding, Law Enforcement is to receive at least 25% of the total funding, Prosecution is to receive at least 25% of the total funding and 5% of the total funding shall be awarded to the Courts. As these Recovery Act funds are a one-time award to New Hampshire, funding will be awarded for a period of one year, with the possibility of a brief extension dependent upon program performance and the availability of funding.

STATUTORY PROGRAM PURPOSE AREAS

By statute, programs funded under the OVW Recovery Act STOP Program shall be designed so that they meet at least one if not more of the following 14 statutory purpose areas:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;

3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence;
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence;
5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence;
6. Developing, enlarging, or strengthening programs addressing stalking;
7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;
8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
12. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;

13. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities—

- Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
- Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
- Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
- Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

14. Providing funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and state, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote-

- The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
- The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project,”).
- The development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states are responsible for

ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two year report to the Department. States and territories **must** notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

APPLICATION PROCESS

In order to receive consideration, a grant application package must include all of the following components.

A. COVER PAGE

Please complete the cover page, provided as Appendix A, with the appropriate information. Please ensure that the head of agency is legally authorized to submit and accept grant funds on behalf of the receiving organization. At this time, the funding cycle for this award will be from July 1, 2009 through June 30, 2010 (however this is subject to change depending on when NH receives the federal award).

B. APPLICATION NARRATIVE

The Application Narrative, provided as Appendix B, should be sufficiently detailed and contain current and relevant information that address the items listed below, and concise enough to present your information in 10 pages or less. In evaluating each request, the application narrative will be rated at a possible 70 points and the budget section rated at 30 points.

1. Problem Statement Narrative Section (30 points)

This section should describe the nature and extent of the problem to be addressed and your proposed solutions to resolving or improving the problem. Please develop a clear and concise narrative that serves to explain the problem(s) or gap(s) in services and the expected benefits that will be gained by receiving grant funds. Your problem statement should be supported by current statistical and analytical information.

2. Project/Program Design and Implementation Narrative Section (35 Points)

This section should provide a detailed description of how your program will work to alleviate the issue(s) stated in your problem statement. Your narrative should discuss both the scope and intent of the program and address the priorities and goals of your program.

Goals and Objectives outlined in this section should be clearly defined and quantifiable. Each goal should be fully described along with its accompanying objectives, activities, and performance measures. Goals should represent general statements of the desired results or outcomes of the program. The program goals should be both realistic and achievable. The *objectives* are specific approaches to achieving each of the goals. Objectives focus on the methods that will be used to address the problem; they should be clearly stated, realistic, and

measurable. The accomplishment of objectives should result in the achievement of the goals they support. Your stated *activities* reflect work performed to accomplish the objectives; they are the key operational elements of the program and must be specific and measurable.

Performance measures are used to determine the impact of the activities. They provide quantifiable information on the status of achievement for each objective. Performance measures clearly indicate whether or not the objective has been achieved, or, using gradations or increments; measure the degree to which the objective has been accomplished.

Example:

Goal 1: To continue to provide direct services to victims of sexual assault.

Objective 1: To continue to have specialized personnel available to assist victims of sexual assault.

Activities: In order to achieve our stated goal and objective we plan to continue to fund our victim advocate to assist victims of sexual assault.

Performance Measures: An actual measure of achievement of this goal and objective would be the number of victims served by this victim advocate. A quantitative measure of achievement would be the victim's satisfaction of the services provided by the victim advocate

The project/program design and implementation section should clearly describe the structure and operation of the proposed program. In addition, the roles and responsibilities of key player should be clearly defined.

3. Sustainability and Evaluation Plan Narrative Section (5 Points)

As federal funding is generally considered short-term 'seed money', applicants should include a description of how they intend to maintain their efforts initiated through their program at the conclusion of the grant period. Applicants should also develop a plan for evaluating their program's impact on the community they serve.

C. BUDGET

Each sub section of the budget section must be individually totaled for both federal and matching funds. Those totals are then listed on the budget detail summary sheet to provide an overall project total.

Budget Detail Section (20 Points)

1. Personnel: List all job titles for which funds are being requested, showing the total annual salary for the position, the percentage of time for the position that will be spent on grant allowable activities, the amount of salary to be devoted to this program (annual salary x percent time), and the amount of federal funds requested for the position for this program. Recipients of grant funds for personnel positions are required to maintain detailed time and attendance records for every personnel position funded under this grant

program. Records must specify the dates of service; types of services performed, applicability to a specific grant or activity type and the number of hours worked performing these services. The records must also differentiate allowable vs. non-allowable services. These records will be subject to review by the New Hampshire Department of Justice during regular monitoring visits.

2. Fringe Benefits: Itemize fringe benefits (medical coverage, FICA, etc.) and show the total cost for the program and the amounts to be contributed by the federal funds and/or matching contributions. Individual fringe benefit types and their percent of the total must be clearly spelled out.
3. Travel: List projected in-state and out-of-state mileage, rate of reimbursement (no greater than the state approved rate currently set at .55 per mile), total mileage cost, and amounts to be contributed by the federal dollars and/or matching funds. For conference or training related travel, itemize the individual travel costs expenses, such as hotel, mileage, airfare, ground transportation, meals and incidentals. Meals and incidental rates may be obtained from the GSA website. (www.gsa.gov).
4. Equipment Purchases: Itemize each piece of equipment to be purchased. Per federal guidelines, equipment is defined as non-expendable items having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. For purposes of subgrant maintenance, the NH Department of Justice will, if an award is made, include both equipment and supplies on the same reimbursement expenditure line, however for application purposes, those two categories must be reported separately.
5. Supplies: List items by type. Generally supplies include any materials that are expendable or consumed during the course of the project and that have an acquisition cost of less than \$5,000.
6. Construction: Construction is not an allowable activity under NH Department of Justice sub awards, unless specifically allowed by the federal program office. Any applicant considering the inclusion of construction costs **MUST** contact the NH Department of Justice grant program manager for this program prior to submitting a request. **Not allowable under the VAWA grant program.**
7. Consultant/Contractual Services: List any consultants or contractual services to be purchased, the number of hours/days to be worked, the hourly/daily rate and the total cost. Consultant fees of more than \$450 per day require additional justification and prior approval.
8. Other Costs: This may include items such as postage, telephone or printing costs. List each item separately, except that individual supplies need not be itemized.
9. Indirect Costs: Applicant agencies requesting indirect costs must have an approved federal indirect cost rate, a copy of which must be submitted with this application.

Budget Narrative Section (10 Points)

For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For all budget categories, please explain whether it is a new expense or an increase to an existing expense. For example, for the Personnel category, list the personnel, their program job functions, whether it is a new or expanded position, etc. Also for personnel positions, a description of individual fringe benefits costs and an explanation of why they are being charged.

MATCH REQUIREMENT FOR THE 2009 RECOVERY ACT **STOP GRANTS**

With the reauthorization of the 2005 VAWA grant, victim service agencies are not required to provide match for their programs, however they may volunteer to provide match if a viable source is available.

Match Requirement

By statute, a grant made under the STOP Grant Program may not cover more than 75% of the total costs of the project(s) funded. Your match needs to be one-third of the federal dollar amount or 25% of the total grant. All funds designated, as match must be expended within the grant period. Match must be identified in a manner that guarantees its accountability during an audit. The purpose of matching funds is to augment the amount of resources available to the project from grant funds and to foster the dedication of state, local, and community resources to the purposes of the project. **The costs of activities counted as match must be directly related to the project goals and objectives and must meet the same allowability and documentation requirements as federal funds.** These requirements apply to in-kind match as well as cash match. NOTE: Funds from other Federal sources may not be used to meet the match requirement.

Cash Match

Funds contributed from private sources or state and local governments may be a source of match. For example, if the program receives cash donations or money from the United Way, this may be used as a source of match.

In-Kind Match

Following are some specific examples of possible sources of in-kind match for this program:

- If an entity other than the subgrantee donates office space free of charge to the subgrantee for the project, the rental value of the space may be used as match. For example, a police department may donate office area to house a victim advocate from a domestic violence shelter. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of grant funds. Programs also may receive short-term donations of space, such as a room to hold a meeting or a training event, which may be used as match. If the Subgrantee owns the program space, the match must be calculated based on the actual cost of ownership (pro rata share of actual costs of ownership including depreciation).

- The salaries of any employees of the subgrantee that are working on grant-related activities but are not paid with grant funds may be used. For example, a hotline coordinator at a shelter, a police officer or prosecutor working on a sexual assault unit, or other employees could be used as match to the extent that they are not paid by Federal funds. Time and attendance records would be required to document the time spent working on the funded project.
- If the subgrantee has a board of directors or advisory board and the members are not compensated for their time, the time spent by the council members may be used as match. Any other volunteers involved in the project, such as trainers and speakers, pro bono attorneys and other professionals, hotline volunteers, people volunteering to give public presentations about the subgrantee or about violence against women, volunteers facilitating support groups, and child care volunteers also may be used as match. Volunteer time used as match must be documented and of fair value.
- The reasonable value of other donated tangible goods may be used as match. For example, a program may receive donations of used clothing, the reasonable value of which may be used.
- Companies such as supermarket donations of food and items such as shampoo and toothpaste for use by victims, toys and other supplies such as diapers or formula for victims' children, and supplies for the program itself such as furniture or computers.
- Subgrantees also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials at no cost to the program. Other examples of donated services may include web space and services, other computer services, legal services, translation services, telephone services and accounting services for the program as well as psychological counseling, job training, medical services, taxi and hotel vouchers, and child care services for victims. The services could be provided by an individual volunteer or by a company.

D. AGENCY BOARD OF DIRECTORS and TAX INFORMATION

If the applicant agency is a non-profit, non-governmental agency, please provide a list of the Board of Directors, and include a copy of your most recent IRS Form 990 with your application submittal.

E. VAWA PROGRAM GUIDELINES AND CONDITIONS

VAWA Recovery Act Program Guidelines and Conditions are attached as **Appendix E**. If VAWA grant funds are awarded for the program described in this application package, adherence to the program guidelines and conditions are a strict requirement during the grant funded time period. Signatures provided on these forms should be that of the person legally authorized to submit and accept grants on behalf of the agency. These guidelines are revised

annually to ensure compliance with any changing Federal requirements, please read them completely before signing.

F. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION

A Debarment Certification form is attached as Appendix F. A person may be debarred or suspended for any of the causes listed in 28 CFR §67.305 and §67.405. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one Federal agency shall have government wide effect. For purposes of this certification, “prospective lower tier participant” shall refer to the subgrantee.

G. STATEMENT OF COLLABORATION

In addition to your acceptance of special condition number 21, please complete this form and submit with your application. See Appendix G.

H. ANNUAL REPORTING REQUIREMENTS

The information you provide in your annual reports is forwarded to the Office on Violence Against Women in Washington who in turn report your information directly to Congress. Program information is required of all Recovery Act VAWA Program subgrant projects. Grant recipients will be required to provide statistical information that reflects your grant funded activities year (7/1/09 to 6/30/10). Please review this report to ensure you are collecting all relevant information required. This report must be completed and be returned to this office by August 2010.

Your report will require three steps:

- a) download the computerized smart form, save it, and enter your information directly into the form;
- b) on the final page of the report you are required to validate your report (this step will point out any errors you have may have made and help you to correct them) un-validated reports will not be accepted by this office.
- c) finally, please email your report to me by the deadline. (No paper forms will be accepted).

You may locate the reporting form at www.muskie.usm.maine.edu/vawamei. Go to the STOP Progress Reporting forms, then scroll down to the STOP Program Formula grant and select the form and instructions. **THIS FEDERAL FORM SEEMS TO WORK BETTER IF YOU UTILIZE ADOBE ACROBAT READER 7.0.**

I. QUARTERLY REPORTING REQUIREMENTS

Section 1512 of the Recovery Act requires each state to report the following information to the federal agency providing the award within **10 days** of the end of each reporting calendar

quarter. The majority of this information will be generated on your quarterly expenditure reports, which will be due **3 days** after the end of your billing quarter.

- The total amount of recovery funds received from that agency
- The amount of recovery funds received that were obligated and expended to projects or activities and the unobligated allotment balance for each program/grant.
- Detailed list of all projects for which recovery funds were obligated and expended, including –
 - Name of the project or activity
 - Description of the project or activity
 - An evaluation of the completion status of the project or activity
 - An estimate of the number of jobs created and the number of jobs retained by the project or activity

In order to comply with the federal 10-day limit, the NH Department of Justice must require that subgrant reports be submitted within **3 days** of the end of each calendar quarter. This requirement is subject to change as we receive further guidance from the federal government at a later date.

J. CONTACT INFORMATION

If you have any questions regarding this VAWA application kit or the application process, please contact Susan Dearborn at the NH Department of Justice at 271-8091 or susan.dearborn@doj.nh.gov

K. ADDITIONAL FEDERAL REQUIREMENTS

Specific to funding under the American Recovery and Reinvestment Act of 2009 any recipient of federal funds, whether as a direct award or a sub-award, must register with the Central Contractor Registry (CCR) and must also obtain a DUNS number.

- Obtaining a DUNS number is a free, simple one-time activity. Obtain a number by calling 1-866-705-5711 or by applying on line at <http://fedgov.dnb.com/webform> or <http://www.dnb.com/us>.
- To register with the CCR, go to this website <http://www.ccr.gov/> and follow the on screen instructions for starting a new registration. Registration with the CCR may take several weeks to complete, so applicants should begin the process as soon as possible.
- Applicants need not have their DUNS number or CCR registration process completed prior to applying for funding, but must have both completed prior to being issued an award.

L. APPLICATION CHECKLIST

Please complete and return the application checklist, attached as **Appendix H**, with the application package to ensure that all necessary items have been submitted.

M. SUBMISSION

- Current grant recipient's applications are due no later than May 27, 2009 with programs slated to begin on July 1, 2009.
- New Program applications are due by June 15, 2009 with programs slated to begin August 1

Please provide one complete paper copy with all attachment to:

**Susan Dearborn
Grants Management Unit
New Hampshire Department of Justice
33 Capitol Street
Concord, NH 03301
susan.dearborn@doj.nh.gov**

If you have any questions regarding this application kit or the application process, please feel free to contact Susan Dearborn at 271-8091 or by e-mail at susan.dearborn@doj.nh.gov. Thank you for your interest in providing service to women in NH who are victims of violent crimes.

Violence Against Women Grant Program
Subgrant General Information

A: Cost Allowability

- Only those program activities stated in your approved application are allowable as chargeable expenses against the grant.
- All grant funds must be expended by the grant end date and match funds must be reported by the grant end date.
- Supplanting (replacing local funds with Federal funds) is not allowed.

B: Grant Adjustments

- Any budgetary or programmatic changes to your program as outlined in the approved application must have prior written approval via a “grant adjustment” before any changes are instituted. Requests for grant adjustments should be made to your grant manager at DOJ.

C: Summary of Expenditures

- Payment for your grant activities will be made on a reimbursement basis only through the subgrantees submittal of a quarterly expenditure report (provided by NHDOJ) Expenditure reports may also be submitted on a monthly basis.
- Quarterly expenditure reports are due in this office within 3 business days following the end of each calendar quarter.
- You must file a quarterly expenditure report even if you are claiming zero expenditures for that time period.
- Two signatures are required on the summary expenditure report, typically the financial and program directors.
- You must maintain complete backup documentation of all federal and match expenditures in your files, as you will be audited on this information on a regular basis.
- Backup documentation does not need to be submitted to this office with your quarterly summary of expenditure reports but must be available during a site-monitoring visit.

D: Annual Audit and Management letters

- Please be sure to include a copy of your most recent audit and any accompanying management letters with your application

Programmatic Issues

A: Annual Site Monitoring Visit

- Each grant-funded project will receive a site-monitoring visit annually; this visit is to review your program and finances. This visit will be scheduled at a mutually convenient date and time.

B: Progress/Performance Reporting

- A quarterly program report is due each quarter and is to be submitted with your expenditure report.
- Your annual performance report is due within six weeks of the end of your grant-funded period. This report is available at www.muskie.usm.maine.edu/vawamei for your review and to assist you in the collection of this data.

MOST COMMONLY ASKED QUESTIONS

Q Can STOP funds be used to support services to children?

A Yes, in limited circumstances. STOP funds should be used for projects that serve or focus on adult and teen women who are victims of domestic violence, dating violence, sexual assault, or stalking. In general, victims served with STOP funds must be adults or teens. Under a new purpose area created by VAWA 2005, however, STOP funds may also support “complementary new initiatives and emergency services for victims and their families.” For example, STOP funds may support services for secondary victims such as children who witness domestic violence.

Q Can STOP funds support services for men?

A Yes. However, funding may only be directed to those entities whose primary focus is combating violence against women. The STOP statute states that “[t]he purpose of this subchapter [part] is to assist States, State and local courts (including juvenile courts), Indian tribal governments, tribal courts and units of local government to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women.” 42 U.S.C. § 3796gg(a). However, subgrantees must provide services to a similarly situated male victim in need who requests services. Under the antidiscrimination provision of the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d(c)(1), STOP-funded programs may not exclude any person from receiving grant-funded services on a number of prohibited grounds, including that person’s sex. In addition, in the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), Congress specifically provided that “Nothing in this title [which includes the STOP statute] shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under this title.”

Q: Can legal services be supported with STOP funds?

A: Yes, however, the primary purpose of legal representation must be to protect the victim’s safety. Funding through the STOP Program was not intended to pay the fees charged by attorneys for divorces, legal separations, and other actions falling outside the scope of the statute. Support for legal services, such as custody or visitation, must be examined on a case-by-case basis, must be directly related to enhancing a victim’s safety, and must be otherwise allowable under federal cost principles. For example, if a protection order specifies “no contact” with the children, then attorney’s fees related to a visitation case could be covered if resolution of the visitation case is necessary for the continued enforcement of the protection order.

Q: Are prosecutors' or law enforcement officers' salaries an allowable cost?

A: Yes, if the prosecutors or law enforcement officers being paid are handling cases involving violence against women. If the officer or prosecutor is not working full time on violence against women cases, his or her time must be prorated.

Q: Can STOP funds be used to pay for immigration fees for battered immigrant women?

A: No, such fees are not within the scope of the STOP Program.

APPENDIX “A”

COVER PAGE

STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

VIOLENCE AGAINST WOMEN APPLICATION
COVER PAGE

- a) Program Title _____
- b) Grant Starting Date _____ c) Ending Date _____
- d) Program Implementation Date _____ e) Federal Funds Requested \$ _____
- f) Agency Name _____
- g) Chief Elected Official/Head of Agency
Name _____ Title _____
Address _____
Telephone: _____ Fax: _____ E-mail: _____
- h) Program Director
Name _____ Title _____
Address _____
Telephone: _____ Fax: _____ E-mail: _____
- i) Financial Officer
Name _____ Title _____
Address _____
Telephone: _____ Fax: _____ E-mail: _____

APPENDIX “B”

APPLICATION NARRATIVE

B. APPLICATION NARRATIVE

Please use this form in providing the following information. If the space provided is insufficient, attach supplemental sheets referencing by number, the section of the narrative to which it applies. Please pay careful attention to the instructions and format governing the completion of the Application Narrative, particularly the “Goals, Objectives, Activities, and Performance Measures” section.

1. Problem Statement – 30 points

2. Project/Program Design and Implementation (35 Points) including Goals, Objectives, Activities and Performance Measures

3. Sustainability and Evaluation Plan (5 Points)

APPENDIX “C”

BUDGET

New Hampshire Department of Justice

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet should be submitted utilizing the following format

A. Personnel - List each position to be funded by title. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Title/Position</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
-----------------------	--------------------	----------------	--------------

SUB-TOTAL_____

B. Fringe Benefits - Fringe benefits should be based on actual costs. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

<u>Name/Position</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
----------------------	--------------------	----------------	--------------

SUB-TOTAL_____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known.

Purpose of Travel	Location Item	Computation	Federal	Match
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TOTAL_____

D. Equipment - List non-expendable items to be purchased. Non-expendable equipment are tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Federal	Match
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TOTAL_____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Federal	Match
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TOTAL_____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Federal	Match
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Program Category Not Approved By NH Department of Justice

TOTAL_____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Federal	Match
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Subtotal_____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Federal	Match
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Subtotal_____

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Federal	Match
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Subtotal_____

TOTAL_____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Federal	Match
--------------------	--------------------	----------------	--------------

TOTAL_____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached.

Description	Computation	Federal	Match
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TOTAL_____

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal (match) funds that will support the project.

Budget Category Amount	Federal	Match
A. Personnel	_____	_____
B. Fringe Benefits	_____	_____
C. Travel	_____	_____
D. Equipment	_____	_____
E. Supplies	_____	_____
F. Construction	_____	_____
G. Consultants/Contracts	_____	_____
H. Other	_____	_____
Total Direct Costs	_____	_____
I. Indirect Costs	_____	_____
TOTAL PROJECT COSTS	_____	_____

Federal Request \$_____

Non-Federal Match Amount \$_____

Budget Narrative Section – 10 points

For each above budgeted category please provide a brief narrative explaining your expenses.

PLEASE INCLUDE WITH YOUR APPLICATION A COPY OF YOUR AGENCY OR DEPARTMENTS' MOST RECENT AUDIT REPORT AND ANY MANAGEMENT LETTERS THAT ACCOMPANY THAT AUDIT.

APPENDIX “D”

PROGRAM GUIDELINES AND CONDITIONS

VAWA PROGRAM GUIDELINES AND CONDITIONS

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subgrantee”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, if funded by Recovery Act STOP Violence Against Women grant funds, will adhere to the following guidelines and conditions:

1. The subgrantee assures that it will comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, U.S.C. 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW’s implementing regulations at 28 C.F.R. Part90.

2. The subgrantee agrees to adhere to the financial and administrative requirements as set forth in the current edition of the Office of Justice Programs “Financial Guide”. Also available on line at <http://www.ojp.usdoj.gov/finguide06/index.htm>.

3. The subgrantee agrees to provide information on the program supported with VAWA grant funds as requested by the United States Department of Justice and the New Hampshire Department of Justice, Grants Management Unit, and to retain grant-related documentation for 3 years after the close of the grant award period. The subgrantee agrees to track and report the data required for the annual VAWA subgrantee performance report.

4. The subgrantee authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents related to this VAWA grant program. Further, the subgrantee agrees to submit to performance monitoring visits by the New Hampshire Department of Justice and/or the United States Department of Justice on a periodic basis.

5. The subgrantee agrees to implement this project within ninety-days (90) following the grant implementation date (stated on the cover page of the application) or be subject to automatic cancellation of the grant. Evidence of project implementation must be outlined in the first quarterly financial expenditure report.

6. The subgrantee assures that federal funds received for this grant program will not be used to supplant State and local funds that would otherwise be available for the program’s purpose.

7. The subgrantee agrees that all VAWA funds will be expended on VAWA allowable activities as described in the subgrantee’s program narrative. The subgrantee must obtain prior written approval from the New Hampshire Department of Justice in order to make any changes in their project activities or budget plans/reallocations which were set forth in the subgrantee’s application.

VAWA PROGRAM GUIDELINES AND CONDITIONS (Continued)

8. The subgrantee agrees to maintain detailed time and attendance records for any and all personnel positions funded by VAWA (federal and match) if 100% of the person's job is not 100% VAWA allowable, and for all volunteers where the volunteer hours are used as In-Kind match. If time and attendance records are required, they must be used as the basis for declaring personnel related expenses on the grant.

9. Equipment purchased with VAWA funds shall be listed by the subgrantee on the agency inventory. The inventory must include the item description, serial number, cost, and location of equipment purchased with VAWA funding.

10. The subgrantee agrees that the title to any equipment purchased with VAWA funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the VAWA program purposes for which it was acquired.

11. The subgrantee agrees that if their agency has an audit preformed a copy of that audit complete with any management letters will be forwarded to the New Hampshire Department of Justice, Grants Management Unit for review.

12. The subgrantee and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discriminations, 28 CFR Part 35 and Part 39.

13. The subgrantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing against the subgrantee on the grounds of race, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit **and** to the Office of Civil, Office of Justice Programs, 810 Seventh Street, NW, Room 8136, Washington, DC 20531. Reference information may be found at http://doj.nh.gov/grants/civil_rights.html.

14. The subgrantee agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subgrantee to verify that persons employed by the subgrantee are eligible to work in the United States.

VAWA PROGRAM GUIDELINES AND CONDITIONS (Continued)

15. The subgrantee assures that no Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

16. Pursuant to 23 USC §§402, 403 and 29 USC §668, the subgrantee agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles.

17. Any publications (written, visual or sound), resulting from award activities shall contain the following statements: "This project was supported by Grant No. _____ awarded by the Violence Against Women Grants Office, Office of Justice Programs, and U.S. Department of Justice. The opinions findings, conclusions and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice, Office on Violence Against Women".

18. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

19. The subgrantee agrees to maintain confidentiality of client-counselor information, as required by state and federal law.

20. The Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies that work in connection with programs financed in whole or part by federal loans or grants. The Hatch Act prohibits a grant-funded person from becoming a candidate for public office in a partisan election. For further information please refer to U.S.C. Title 5 Sections 1501-1508 and Title 5 of the Code of Federal Regulations part 151.

21. State or local prosecution, law enforcement, and courts must have consulted with their local victim service programs during the course of developing their grant applications in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

22. The subgrantee agency agrees that, should they employ a former member of the NH Department of Justice (NHDOJ), that employee or their relative shall not perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the NHDOJ for the life of the subgrant without the express approval of the NH Department of Justice.

23. The subgrantee must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at www.lep.gov.

24. The subgrantee agrees that all services will be provided at no charge to victims unless a program income waiver is obtained from the NH Department of Justice. If permission to generate program income is granted, the subgrantee agrees that there must be a sliding scale that starts at zero. Any and all program income generated must be expended on grant allowable activities within the current grant funding cycle.

Name and Title of Authorized Representative

Signature

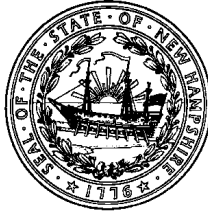
Date

Name and Address of Agency

APPENDIX “E”

CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION

DEPARTMENT OF JUSTICE
STATE OF NEW HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

If you are unable to sign this certification, you must attach an explanation to this certification.

Name and Title of Authorized Representative

Signature

Date

Name and Address of Agency

APPENDIX “F”

Certification of Collaboration STATEMENT OF COMMITMENT

STOP VIOLENCE AGAINST WOMEN
GRANT PROGRAM

CERTIFICATE OF COLLABORATION

THIS SECTION TO BE COMPLETED BY APPLICANT AGENCY:

Applicant Agency: _____

In satisfaction of this grant program requirement, the above agency certifies that it has consulted with their local victim services program during the development of this project/program proposal in order to ensure that our proposed activities and/or equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Please provide a brief description of the consultation with and/or collaborative relationship established between the applicant and the local victim services organization identified below.

Date

Authorized Signature of Applicant Agency

THIS SECTION TO BE COMPLETED BY LOCAL VICTIM SERVICES ORGANIZATION. THE INDIVIDUAL SIGNING THIS SECTION MAY NOT BE FROM THE ABOVE APPLICANT AGENCY [unless this grant is being made to the victim service organization]

As a designated representative of _____
a recognized local victim services organization, I certify that the above statement is an accurate description of the consultation with and/or collaborative relationship established between this agency and the applicant agency identified above.

Name of Organization: _____

Name & Title of Signing Authority: _____

Signature: _____

Date: _____

APPENDIX “G”

APPLICATION CHECKLIST

APPLICATION CHECKLIST

Please be sure that the following sections are completed and returned with your VAWA grant application. Please include a completed copy of this checklist in your application.

- ____ **COVER PAGE**
- ____ **APPLICATION NARRATIVE**
- ____ **BUDGET**
- ____ **SIGNED VAWA PROGRAM GUIDELINES AND CONDITIONS**
- ____ **SIGNED CERTIFICATION REGARDING DEBARMENT,
SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION**
- ____ **STATEMENT OF COLLABORATION WITH VICTIM SERVICE
AGENCY**
- ____ **MOST RECENT AUDIT REPORT AND MANAGEMENT LETTERS**
- ____ **AGENCY BOARD OF DIRECTORS (non-profits only)**
- ____ **IRS FORM 990 FOR NON-PROFIT AGENCIES**
- ____ **APPLICATION CHECKLIST**